

**Indiana Department of Environmental Management
Brownfields Program**



Comfort Letter/Site Status Letter Request Form

This form may be submitted with a formal letter requesting a Comfort Letter or Site Status Letter, or may be sent in lieu of a formal letter.

Type of letter requested (see reverse side for explanation): ☐ Comfort ☐ Site Status

1. Requester Information (the letter will be issued/addressed to the contact person listed below)

- a. Entity Requesting Letter: _____
- b. Contact Person: _____
- c. Position/Title: _____
- d. Entity Address: _____
- e. City/State/Zip: _____
- f. County: _____
- g. Phone Number: _____
- h. Fax Number: _____

**Return Completed
Request Form to:**
Gabriele Hauer
IDEM/OLQ/Brownfields
100 N. Senate Ave.
P.O. Box 6015
Indianapolis, IN 46206-6015

2. Site Information

- a. Site Name: _____
- b. Address: _____
- c. City/County/Zip: _____
- d. Site Owner: _____
- e. Address: _____
- f. City/State/Zip: _____
- g. Phone Number: _____

h. Current status of property:

- | | |
|--|---|
| <input type="checkbox"/> Privately owned | <input type="checkbox"/> Bankrupt |
| <input type="checkbox"/> Tax delinquent | <input type="checkbox"/> Deeded to local unit of government |
| <input type="checkbox"/> Publicly owned | <input type="checkbox"/> Other: _____ |

3. Other Information

a. Please indicate potential use(s) under consideration for the redevelopment of this property, if any:

b. Will the property be:

- | | | |
|---------------------------------|--|---------------------------------|
| <input type="checkbox"/> Sold | <input type="checkbox"/> Used by governmental entity | <input type="checkbox"/> Gifted |
| <input type="checkbox"/> Leased | <input type="checkbox"/> Other: _____ | |

c. The following information is being submitted to IDEM with this request form (please submit 3 copies of each):

- | | |
|---|---|
| <input type="checkbox"/> Phase I Assessment(s) | <input type="checkbox"/> IDEM Brownfield Environmental Assessment |
| <input type="checkbox"/> Phase II Assessment(s) | <input type="checkbox"/> Sampling Results |
| <input type="checkbox"/> Other _____ | |

d. How did you hear about the services of the Brownfields program?

e. I hereby request an IDEM Comfort Letter/Site Status Letter for the above-mentioned site:

Signature of Requester

Date

**Indiana Department of Environmental Management
Brownfields Program**

Comfort Letter/Site Status Letter

Brownfield: A “Brownfield” site is an industrial or commercial property that is abandoned, inactive or underutilized due to actual or perceived environmental contamination.

Comfort Letter: A “Comfort Letter” is issued to specific parties that are relieved of liability under statute or existing IDEM policy. The Comfort Letter clarifies why the party is not liable.

Site Status Letter: A “Site Status Letter” is issued to a party that is still liable for contamination. The Site Status Letter states that based on a technical analysis of information submitted to IDEM, IDEM will not require further action at the site.

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